State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

January 1, 2003
TO: Local Educational Agencies (LEAs)
FROM: Arizona Department of Education (ADE), Grants Management
                  Christa Hughes, M.A., Manager

SUBJECT: **A Brief Introduction to Grants Management (GM)**

The Arizona Department of Education's (ADE) Grants Management office monitors and oversees the Internet-based Grants Management Enterprise (GME) Tracking System that allows Local Educational Agencies (LEAs) to apply for State and Federal Assistance grants and submit changes/reports for most ADE administered grants/projects.

Many resources are available to help Local Educational Agencies (LEAs) understand general grant policies and procedures, and comply with requirements. Among these is the Grants homepage that is located at **http://www.ade.az.gov/gme/**. The toggle bar at the top of the page links users to the Glossary, Contacts, and FAQ pages. Links to apply for grants and submit changes/reports for grants/projects are located in the middle of the page. Related document-on-demand links are provided below the divider bar (see screenshot).

Applying for and receiving an ADE administered grant is dependent first upon our office having the LEA's signed General Statement of Assurance (GSA) on file. If you do not have one on file, the form is available on the Grants homepage as a download. It must be signed in blue ink and mailed to the Grants Management office.

For charters, when the appropriate Board (and/or the Charter Schools office) approves the GSA and our office is also in possession of your charter's W-9 form, signors on the GSA will be issued access to the secure processes within the Grants system. This means that signors will be granted access to the Grants System through the Common Logon[1].

The Grants Management Handbook is also available to LEAs at no charge. This how-to manual guides users through each of the online processes, as well as describes practical usage and hints for making your online experience the easiest possible. A link to this downloadable Handbook is provided on the Grants homepage. Free training sessions are available regularly through the Grants Management office or sponsored/co-sponsored by your local Regional Training Center[2] (RTC). Attendees receive a free bound copy of this valuable Handbook.

The Grants Management staff is here to answer your questions from 8am to 5pm Monday through Friday, excluding holidays at (602) 542-3452.

Cordially,

Christa J. Hughes

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1.   The Common Logon allows users to have just one userID to enter ADE processes, and users are issued access only to those processes for which they qualify (e.g., Grants Management).
2.   Contact information for your local Regional Training Center (RTC) can also be found at www.ade.state.az.us/rtc.